

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



August 4, 1980

ALL-COUNTY INFORMATION NOTICE 1-82-80

TO: COUNTY WELFARE DEPARTMENTS

SUBJECT: IHSS AUTOMATED PAYROLLING REPORTS

Since implementation of the automated payrolling system for IHSS, counties have expressed concern regarding the accuracy and reliability of the fiscal information being produced by EDS-F.

At the request of the CWDA Fiscal Committee, a task force comprised of state (program and fiscal), county and EDS-F representatives was established. One charge of the task force was to review the management information reports and confirm their validity. County Fiscal Administration Bureau, working with several counties, has reconciled the fiscal data reported to the counties against that being reported to the state. We feel confident that the automated system is accumulating, sorting and reporting the fiscal data correctly.

Counties should follow the procedures outlined below in reconciling the IHSS payrolling reports:

1. Verify that the eligibility update information was entered correctly.
2. Reconcile the County Payment Voucher with the "Individual Provider Expense" column of the County Allocation Report.
3. Reconcile the County Payment Voucher for the month with the Management Statistical Summary.

The attached chart indicates the items to be reconciled on the county IHSS payrolling reports.

Beginning July 1980, the County Allocation Report will be reflecting a negative balance, since the county allocations have not been established. As soon as the budget is approved and the allocations are established, the data will be submitted to EDS-F and the "Balance Remaining" will be adjusted.

If you have any questions regarding reconciliation of the IHSS payrolling reports, please contact Wanda Mikulecky (916) 323-0284 or ATSS 473-0284.

Sincerely,

A handwritten signature in cursive script, reading "Claude Finn".

CLAUDE E. FINN  
Deputy Director  
Administration

Attachment

cc: CWDA

# IHSS PAYROLLING REPORTS

## Reconciliation Information

County Payment Voucher	County Allocation Report	Management Statistical Summary
<p>1. Gross Wages (less reconciling timesheets)</p> <p><u>Minus:</u></p> <p>Share of Cost (less reconciling timesheets)</p> <p>2. Gross Wages for all pay cycles in month (less reconciling timesheets)</p> <p><u>Minus:</u></p> <p>Restaurant meals for all pay cycles in month</p>	<p>= Individual Provider Expense (cumulative for fiscal year)</p>	<p>= Total Wages* (includes Share of Cost)</p>

\*NOTE: The advance payment voucher plus all arrears payments for the month are reported on the Management Statistical Summary Report for that month. For example, the July advance payments (issued during the last pay cycle in June) will be reported on the July Management Statistical Summary.

\*NOTE: The County Payment Vouchers will not balance to the Management Statistical Summary Report for January, February or March due to a system-related problem. This has been corrected, however, for April and subsequent months.